City of Greensboro: Development Services
Commercial Building Permit Application
300 W. Washington St.
Greensboro, NC 27405
Office: 336-373-2155 Fax: 336-373-3637

Plan Review & Tracking

Total Construction Cost: _____
Electrical Cost: _____
Plumbing Cost: _____
Mechanical Cost: _____
General Construction Cost:

Date: _____

Applicant Name: _____
Check one: ☐ Architect/Engineer/Designer ☐ Contractor ☐ Owner ☐ Tenant

Project Name: _____

Project Address: _____

Contact Person: _____ **Phone:** _____ **Fax:**

Email: _____
Contact Person will receive all the correspondence, notices and questions from Plan Review

Additional Contacts:
(optional) _____ **Phone:** _____ **Fax:** _____

Email: _____

Description of Work: _____

For New Buildings: ☐ New ☐ Shell Only ☐ Initial Upfit

For Existing Buildings: ☐ Addition ☐ Alteration or Tenant Upfit

Work Area: _____

Check If Building Located In Or Classified As:
☐ Flood Plain ☐ Fire District ☐ Overlay
☐ Landmark Property ☐ Local Historic District ☐ National Historic District

Describe the use of the building/ nature of the business: _____

Previous occupancy/use: _____

This permit will be issued to (check only one): ☐ General Contractor ☐ Owner ☐ Tenant

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Division will be notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant Signature _____

GREENSBORO
NORTH CAROLINA
PLANNING

Development Services Sign Permits

ZONING SIGN REVIEW APPLICATION

Sign Permit # _____

Permit Issued On _____

***Application for Electrical and/or Building Permits is responsibility of Installer.**

At what address will sign be installed? What is the name of the business for which the sign is requested?	What is the site's zoning?	Is there a Common or Master Sign Plan?

Contact person:	**Phone # (include area code)**	**Email address**
Who is the applicant?		
Who is the business owner?		
Who will build and install the sign?		
Who will do any electrical work for the installation?		

Hard copies of this sign permit (and any associated attachments) can be provided upon request

Please note this application is only for zoning review of a proposed sign, and constitutes the first step in getting a sign permit. This permit does not grant permission to construct or install a sign until an electrical permit and/or a building permit are issued, if required. Applicant will be notified when Zoning-only review is complete and application for building and/or electrical permit(s) can be accepted.

To be accepted, this form must be accompanied by a fully dimensioned plot plan, drawings of the proposed sign(s), and (if a wall sign is proposed) wall elevation(s), along with review fee <u>($150 per sign, as of July 1, 2022).</u>

- Site plan should provide all distances/dimensions for existing and proposed sign locations, buildings, easements, street rights of way, driveways, and sight triangle(s).
- Elevation should show length and height of the overall wall on which sign is to be located, and, for a multi-tenant building, that portion of the building leased by the business for which the sign is proposed.

GREENSBORO NORTH CAROLINA
PLANNING

Development Services Sign Permits

PROPOSED SIGN(S)

Type (Freestanding/Wall)	Each Sign's Dimensions and Square Footage	For Wall Sign: Dimensions of Wall onto which sign will go	For Freestanding Sign: Height above Grade	Is Electrical Connection or Reconnection Involved?

EXISTING SIGNS **ALL MUST BE LISTED**

For Freestanding Sign: Will It Have Its Own Electrical Meter?	

Type (Freestanding/Wall)	Sign Dimensions, Square Footage of Sign Face Area	To Be Removed or To Remain?	Staff - Conforming or Nonconforming?

Notes

The undersigned hereby makes application as described above, and agrees to conform to local and state laws. The undersigned further states that all statements made herein are true, and understands that incomplete or inaccurate application results in processing delays. The undersigned further acknowledges that application for electrical and/or building permits for the proposed sign may also be necessary and such application is the responsibility of the applicant. Failure to obtain appropriate building or electrical permits is a misdemeanor and a violation of State law.

Applicant Signature_____ DATE _____

Applicant is: Sign Contractor_____Business Owner_____Building Owner_____Other (Define)_____

Questions? Contacts:

- Zoning and sign permitting questions: Duncan Walser 336-373-4671 or Duncan.walser@greensboro-nc.gov
- Building Code and structural questions: Wanda Hovander 336-373-2832 or wanda.hovander@greensboro-nc.gov in Development Services
- Electrical questions: Todd Richardson, Chief Electrical Inspector: 336 373-2459, todd.richardson@greensboro-nc.gov
- Main number for Planning/Zoning is 336 373-2144
- Main number for Development Services is 336 373-2155
- Number for Contact Center is 336-373-2489

The Melvin Municipal Office Building (City Hall) is located at 300 W. Washington Street in Greensboro

Parking is available in the lot between City Hall and Eugene Street, accessed from West Washington Street. Free spaces for users of Development Services may be available; if you are able to take advantage of one of these remember to sign the registry on the counter as you enter Development Services, providing the make, model, color and tag number of the vehicle.

Reserved for Staff (Applicable Review Points):

Building Permit Required:	❑ Yes	❑ No	(Initial & Date) _____
Engineered Seal Required:	❑ Yes	❑ No	(Initial & Date) _____
Electrical Permit Required:	❑ Yes	❑ No	(Initial & Date) _____
Zoning Permit Required:	❑ Yes	❑ No	(Initial & Date) _____

Sign Permit Review (Zoning)

Application Complete (Includes Payment of Fee) (Initial & Date) _____

Application Meets LDO standards: (Initial & Date) _____

Field Check (if applicable) Complete (see attached): (Initial & Date) _____

Sign Permit Issued On: (Date) _____